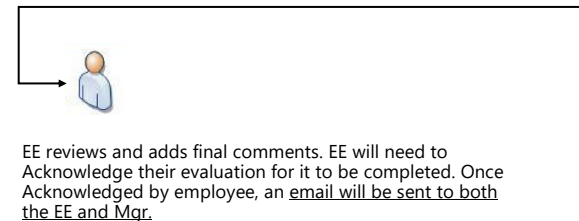
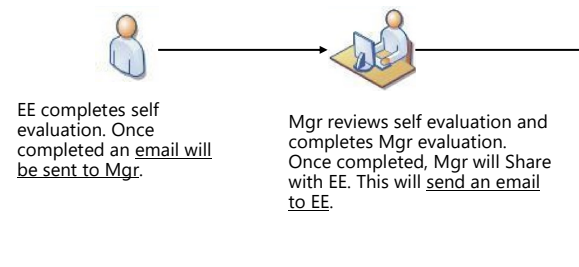
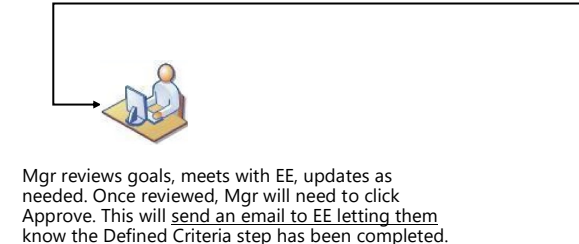
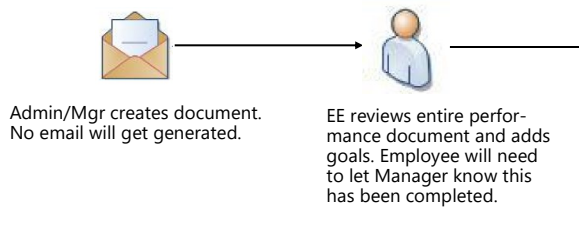


Typical Workflow Process

Note: Process may differ between departments. Consult your manager for your specific process



YOU ARE NOW DONE.

Completed documents will be available Performance > My Historical Documents.

Rating Scale

Excels

Consistently delivers high impact outcomes; exceeds performance expectations and competencies routinely; produces outstanding results all the time.

Achieves

Job well done; performs in accordance with expectations; achieved performance goals and competencies.

Developing

Additional growth needed; achieving some goals, competencies and expectations but may be inconsistent or learning something new.

Needs Improvement

Needs improvement immediately; performance improvement plan to be developed.

Assistance

Please contact your assigned HR Officer for assistance.



Performance Management Process

Employee Job Aid

This information outlines the general steps an employee needs to take in PeopleSoft Performance to complete the different phases of the North Dakota Performance Management Process.

Employee's Role

Notification will be sent when your performance document has been created. Log into PeopleSoft and click on Performance located on the Employee Self Serve page and look in My Current Documents.

Step 1: Review and Update Performance Document

1. Review the entire performance document to understand your expectations.
2. Collaborate with your manager to discuss goals and development plans. Discuss any expectations listed in your performance document as needed.
3. Enter your goals into your performance document. Send to your manager for approval.

Step 2: Performance Notes

1. Throughout the review period, enter Performance Notes to document any performance discussions held with your manager. The Performance Notes can also be used to track accomplishments and opportunities throughout the review period.

Step 3: Complete Self-Evaluation

1. Complete your self-evaluation. Enter ratings and comments to justify your rating. Send to your manager when completed.

Step 4: Review Manager Evaluation

1. Review manager ratings and comments. Discuss performance document with your manager as needed.
2. Acknowledge the performance document in order for to complete performance review.

Note: ND Annual Performance is accessed through PeopleSoft Employee Self Service.

Step 1 - Define Criteria

Action	Instruction
Log into PeopleSoft, Employee Self Service	
Define Criteria	To access: Performance > My Current Documents Select on current performance document.
Review	Select Expand All . Review entire performance document to understand expectations and to verify information is correct. Click the Pencil Icon to enter each goal.
Save	Once goals have been entered, click Save . Let Manager know this has been completed.

Step 2 - Performance Notes

Action	Instruction
Log into PeopleSoft, Employee Self Service	
Maintain Performance Notes	To access screen: Performance > Performance Notes
Add a Note	Click Add a New Note . Enter a subject and note text. The Subject could include the Month and Year. The Note Text should start with the date of when the performance note was created along with details of what was discussed.
Save Note	Click Save to exit the note.
Share Note	Send note to the manager.

Step 3 - Complete Self-Evaluation

Action	Instruction
Log into PeopleSoft, Employee Self Service	
Complete Self-Evaluation	To access screen: Performance > My Current Documents
Enter Comments and Ratings	Select Expand All . Select ratings for each item requiring a rating. Add comments to each section to justify each rating.
Add Performance Notes	Select link Add Performance Notes in Section 4 and 8 comments in order to add performance notes created throughout the year.
Section 9 - Overall Summary	Select an overall rating.
Section 10 - Employee Comments	Add overall comments.
Save and Submit for Approval	Click Save frequently. Click Complete to send to Manager for approval.

Step 4 - Review Manager Evaluation

Action	Instruction
Log into PeopleSoft, Employee Self Service	
Review Manager Evaluation	To access screen: Performance > My Current Documents
Performance Evaluation Meeting	Hold face-to-face meeting with manager to discuss and review the performance evaluation and ratings. (Performance review document can be displayed on screen or printed.)
Completing the Performance Evaluation	After the face-to-face performance evaluation meeting, review, add any additional comments and acknowledge the performance document.
Section 10 - Employee Comments	Add any final comments.
Acknowledge	Click Save and Acknowledge to complete the performance document.
Confirm Review Action	Click Confirm . Confirming indicates the review was done and discussed. Confirming completes the performance document.

Step 5 - Printing the Completed Evaluation (optional)

Action	Instruction
Log into PeopleSoft, Employee Self Service	To access screen: Performance > My Historical Documents
Select the document	Select evaluation to print.
Print	Click the Printer Icon in the upper right hand corner. A printed version of the evaluation will appear. Click File > Print from the menu.

PROCESS FOR EMPLOYEES WITHOUT COMPUTER ACCESS

If you as an employee do not have access to a computer, you can still be actively involved in the performance management process. You can sit with your manager at his/her computer and make changes together. Another option is to work from a printed/hard copy of the performance document.

Step 1—Define Criteria

During the planning stage, you will be provided a copy of your performance plan and will be allowed to write comments and ideas on the hard copy. Then, together with your manager, you will decide what the final plan will look like. After that, your manager will make the final changes to the plan.

Step 2—Performance Notes

You can keep track of your performance notes on paper.

Step 3—Self-Evaluation

In order for you to complete your self-evaluation, you will need to complete your self evaluation on a printed/hard copy of the performance document.

Step 4—Finalize Performance Document

After meeting with your manager to discuss your performance evaluation, you will need to sign a hard copy of the evaluation or use your computer to acknowledge your performance review was held.